

What's Happening

Retirement Celebrations

Party for Carol Brookshire

A retirement open house takes place all day **today (Dec. 8)** for Carol Brookshire, in Research and Graduate Programs. Stop by her office, Mathematics and Science 154, with your best wishes.

Julia Waller celebrates

Julia Waller, senior counselor for Admissions, Recruitment and Financial Aid, is retiring after 21 years in the Financial Aid Office. Well-wishers are invited to drop by AFD-CMS Project Room 113 in the Administration Building on **Wednesday, Dec. 15, 2-3:30pm**. Waller served on several committees, including Budget and Long Range Planning, Black Faculty and Staff Association and Counselor Conference. She participated in university outreach services and provided high-needs students and their families with financial counseling and assistance. Waller's plans are to move to New Mexico in early 2005.

Lee Whitmer to retire

Lee Whitmer is retiring as lead cashier after 30 years of service. There will be a cake reception in celebration of her retirement on **Thursday, Dec. 16, from 2-4 p.m.**, in Fisher Science Hall, Room 285

Campus Links

Entertainment

<http://www.calpolynews.calpoly.edu/eventsindex.html>

President Baker earns leadership award

President Warren J. Baker has received the 2004 Chief Executive Leadership Award from the Far West Region of the Council for Advancement and Support of Education (CASE). The award was created in 1999 to honor institutional leaders for outstanding contributions to their campus, for efforts to promote and support public understanding of education, and for support of advancement at their campuses. Baker was honored at an awards luncheon during the CASE District VII Conference Dec. 6 in San Francisco.

Engineering buildings to rise on Library lot

The Kennedy Library parking lot will close permanently **Friday, Dec. 17**, in order to make way for two new buildings for the College of Engineering: Engineering IV and the Bonderson Engineering Projects Center. The lot, officially shown on campus maps as the H-2 lot, will be the site of the two state-of-the-art buildings and a landscaped plaza, with major construction set to begin in February. "There will still be parking available on campus when the winter quarter begins, but to avoid potential headaches, commuters need to be prepared for the changes before they return to campus in January," stressed Cindy Campbell, associate director of University Police. The total number of faculty and staff parking spots available on campus will remain the same, but will be relocated after the H-2 lot closure. For tips, tools, and information on commuting options, students, faculty and staff can visit www.commuteoptions.calpoly.edu or call ext. 6-2323.

Special new carpool slots available

Beginning in **early January**, a limited number of parking spaces will be designated for use by staff and faculty members who sign up with the Options pilot carpool program. The carpool spaces will be held for registered participants from 7 - 10 a.m. each day. After that, the spaces will be available for non-carpool staff/faculty parking. The spaces will be clearly marked and will be located throughout campus in convenient areas. Commuters need only two staff/faculty participants to get started, so find a ridesharing partner and sign up today. Pilot program participation is limited. To sign up or to find out more about this program, contact Susan Rains at ext. 6-6680.

Panel named to select new provost

President Baker has announced the formation of an 18-member committee to search for a new university provost and vice president for academic affairs. The university intends to have the position filled by the beginning of the next academic year. The new provost will succeed **Robert Detweiler**, who has been serving on an interim basis since January. Members are **David Hannings**, chair, Academic Senate; **James Vilkitis**, Agriculture; **Barbara Jackson**, Architecture and Environmental Design; **David Duran**, Education; **Len Myers**, Engineering; **Douglas Keesey**, Liberal Arts; **Susan Elrod**, Science and Mathematics; **Phillip Fanchon**, Business; **Lanny Griffin**, faculty member at-large, Engineering; **Barbara Andre**, professional consultative services, International Education and Programs; **Lori La Vine**, staff representative, Chemistry and BioChemistry Department; **Sandra Gardebring Ogren**, vice president, University Advancement; **Peter Lee**, dean, College of Engineering; **Preston Allen**, assistant vice president, Student Affairs; **Karen Webb**, assistant vice president, Administration and Finance; **Steven Knudsen**, student representative, College of Agriculture; **Matt Weber**, student representative, Orfalea College of Business; **Michael Suess**, associate vice president for academic personnel. (ex-officio).

New campus contracts, purchasing update

Purchasing will be holding open forums on a quarterly basis to keep the campus updated on purchasing policies, procedures and opportunities. The next forum is **Thursday, Dec. 9, 1:30 - 3 p.m.**, UU 220. Refreshments will be served. Campus contract updates include Arrowhead, Cellular One, Campus Dining Services, Enterprise and Office Depot. Purchasing updates are for PIA (and other furniture issues), mailing services and recycling of toner cartridges. Contact: Suzanne LaCaro at ext. 6-2234 or send e-mail to slacaro@calpoly.edu.

Faculty writing workshop

The Center for Teaching and Learning will present a writing workshop for faculty, staff and graduate teaching associates on **Friday, Jan. 14, 10a.m. to 3 p.m.** in Library 510, with lunch served. Facilitator is Mary Kay Harrington, English Department writing skills program coordinator. For more information, see the CTL web site <http://www.cctl.calpoly.edu/calendar/calendar.html>, or contact Joe Grimes, ext. 6-2088.

Employment

State: The official listing of staff and management vacancies is posted on www.calpolyjobs.org. To apply, go online and complete the application form. Applicants needing assistance may contact Human Resources at ext. 6-2236.

#100449-Operations Specialist, Foundation/ Career, Academic Affairs-Information Technology Services, one position available, classification level determined by experience, background of selected candidate. Foundation Level: \$2,175 - \$3,263/month. Career Level: \$2,486-\$4,092/month. Closes Dec.17.

Catastrophic leave donation request

Lynn Pinard, administrative support coordinator in Admissions, has qualified for personal catastrophic leave. Eligible state employees may donate vacation credit and/or sick leave to help Lynn remain in full pay status during an extended absence. Those interested may request a catastrophic leave donation form from solicitation coordinator Becky Jorgeson in Enrollment Support Services at ext. 6-1304 or by e-mail, bjorgeso@calpoly.edu. All eligible state employees may donate up to 16 hours total, in any combination, of accrued vacation credit and/or sick leave in increments of one hour or more for all solicitations during any one fiscal year.

CTL, ITS and Library offer staff support

The Center for Teaching and Learning (CTL), ITS and the Library announce a faculty and staff support opportunity in the following areas: Blackboard upgrade, calendar/e-mail, course development, library resources, passwords, Portal and student class registration, including E-Permits. A support team will be on hand to assist on the following dates and times:

Wednesday, Dec. 8, 3 to 5 p.m.; **Tuesday, Jan. 4**, 11 a.m. to 1 p.m.; **Thursday, Jan. 6**, 11 a.m. to 1 p.m.; **Friday, Jan. 7**, noon to 2 p.m. [lunch served; registration required]. All sessions will be held in Library 510B. Registration is required for the Jan. 7 session only. Stop by or call ext. 6-7002 during the above listed times. For questions, contact Joe Grimes at ext. 6-2088 or jgrimes@calpoly.edu.

Hone teaching skills this winter

The Center for Teaching and Learning is offering a quarter-long course designed to provide faculty with knowledge and skills to enhance their effectiveness as instructors and promote student learning. The course instructional team is Walt Bremer, David Duran, Sue Elrod, Luanne Fose and Joe Grimes. The course is open to all faculty, staff and graduate teaching associates and will be held on **Thursdays from 9 to 11 a.m., starting on Jan. 6**. For more information, see the CTL web site <http://www.cctl.calpoly.edu/calendar/calendar.html> or contact Joe Grimes at ext. 6-2088; jgrimes@calpoly.edu. Space is limited and registration is required; contact Ann Wilenius at ext. 6-7002; cctl@calpoly.edu.

Registration reminders for winter 2005

The following are reminders to prepare faculty and staff for the upcoming winter quarter: Access the My Course Info Channel at my.calpoly.edu as soon as possible to review your class lists and wait lists. Need help with accessing your Portal account? Contact the ITS Service Desk at ext. 6-7000. Or e-mail servicedesk@calpoly.edu. Important dates: **Dec. 30**, last day for students to add courses via POWER and last night wait lists will automatically enroll students; **Dec. 30**, wait lists will be frozen; **Dec. 31-Jan. 11**, system will be available for viewing and printing class lists, wait lists, and ePermits; **Jan. 3 - 11**, students obtain ePermits from instructors; **Jan. 11**, last day for students to enter ePermit numbers via POWER; **Jan. 12**, last day for students to enroll using the ePermits via POWER and last day for students to drop courses. For more information go to www.ess.calpoly.edu/records/registration05, or send questions to registration@calpoly.edu.

Final Cal Poly Report for 2004

This is the final issue of *Cal Poly Report* for fall quarter. The *Report* is taking a break for three weeks, with the first issue for winter quarter to be published **Wednesday, Jan. 5**. Deadline for that issue is **Friday, Dec. 31**. E-mail submissions to polynews@calpoly.edu. Happy holidays from Public Affairs. *Cal Poly Report* is published every Wednesday. E-mail submissions to polynews@calpoly.edu by 4 p.m. on the Friday before publication.